

Advisory Group Assignment <small>*Lead</small>	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
<p>Mel McLaughlin* Laura Drybread Glen Christopherson/Wendy Long</p>	<p>There are many difficult human resources/personnel issues that will arise during a pandemic for which there is no consistent statewide policy.</p>	<p>Each agency develops their HR policies within the parameters established in civil service rules and/or collective bargaining agreement. Agencies are concerned about treating employees inconsistently – they want a clearer picture of what others will do and want consistent parameters.</p>	<p>Develop a basic pan flu annex that agencies can use to address planning considerations specific to a pandemic.</p> <p>Formulate recommendations on statewide issues for escalation to the Governor’s Domestic Security Executive Group (DSEG) for presentation to the Governor.</p> <p><u>8/17 Subgroup Report:</u> Basic outline for annex drafted for customization by agencies.</p>
<p>Kathy Deuel* Katie Gerard Diane Leigh Laura Drybread (as a resource)</p>	<p>There is no formal process in place for the movement of state employees from one state agency to another to ensure that critical functions can be maintained during a pandemic.</p>	<p>No one state agency has authority or responsibility to coordinate this.</p>	<p>In conjunction with EMD, develop recommendations for the development of a plan and process to accommodate the movement of state employees from one agency to another. Coordinate with DSEG for presentation of plan to Governor.</p> <p><u>8/17 Subgroup Report:</u></p> <ul style="list-style-type: none"> <li>○ Recommend each agency collect a list of agency critical functions including: <ul style="list-style-type: none"> <li>○ Description of critical functions</li> <li>○ Timeframe in which the functions become critical</li> <li>○ Workload impacts</li> </ul> </li> </ul>

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States’ Operating Plans to Combat Pandemic Influenza Results – January 2009**  
September 2, 2009 HR Managers Meeting

Advisory Group Assignment <small>*Lead</small>	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
			<ul style="list-style-type: none"> <li>○ Number of staff needed</li> <li>○ Does timing impact needs (i.e., are needs different for 1 – 4 weeks, 4 weeks plus?)</li> <li>○ From that develop a state ‘roll-up’ of what is critical</li> </ul>
	<p>More state employees need to be cross trained so there’s enough depth to keep critical functions operational throughout a pandemic.</p>	<p>State agencies must anticipate a minimum of 25% absenteeism during a pandemic - having trained back-ups will be essential.</p>	<p>Essential positions must be identified and cross-training plans must be implemented.</p> <p>Employees need to know they are in an essential position and the expectation that will be involved in a cross-training effort.</p> <p><u>8/17 Subgroup Report:</u> Recommend agencies have a systematic way to identify critical positions</p> <ul style="list-style-type: none"> <li>○ Position Description Form (agency needs to update them and include in their COOP) and ensure the role is communicated clearly and thoroughly to the employee, included in the employee training plan</li> <li>○ HRMS <ul style="list-style-type: none"> <li>• Possibly create a new code to identify essential positions (tier levels dependant on the event or timing?)</li> <li>• Coding employees by licensure</li> <li>• Develop reports (canned; by roles, licensure and other functional needs)</li> </ul> </li> </ul>

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States’ Operating Plans to Combat Pandemic Influenza Results – January 2009**  
September 2, 2009 HR Managers Meeting

<b>Advisory Group Assignment</b> <b>*Lead</b>	<b>Statewide HR/Personnel Issues*</b>	<b>Analysis</b>	<b>Recommended Corrective Action</b>
			<ul style="list-style-type: none"> <li>○ E Recruiting <ul style="list-style-type: none"> <li>• Skill set inventory/ tab to help identify and deploy staff (create templates of what need)</li> </ul> </li> <li>○ Interim – regionalize in some way so agencies know who to call on for help (i.e., geographically, by like missions, etc.)</li> </ul>
Diane Leigh*	There is a lack of engagement with the employee unions about pandemic planning.	The measures that agencies will implement to respond to a pandemic flu will impact bargaining agreements – unions should be engaged as pan flu strategies are developed.	<p>OFM initiate discussions with the unions.</p> <p><u>8/17 Subgroup Report:</u></p> <p>Until there is a plan to gather the critical/essential functions, cannot talk with unions.</p> <p>Need to know what circumstances will cause the need to deploy staff across agencies.</p> <p>Develop a template that can be used to gather agency critical functions and rolled up for statewide perceptive.</p>
Courtney Dutra* Connie Goff Tina Peterson Gerri Deach Steve Norson	Leave provisions and benefit programs have not been scrutinized to determine if they are sufficient for dealing with	While agencies understand the existing benefit leave provisions that will be available to employees who are unable	Research what other states and jurisdiction have in place that could provide additional coverage for employees during periods of extended absenteeism. Evaluate whether the State's programs are sufficient.

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States' Operating Plans to Combat Pandemic Influenza Results – January 2009**  
September 2, 2009 HR Managers Meeting

<b>Advisory Group Assignment</b> <b>*Lead</b>	<b>Statewide HR/Personnel Issues*</b>	<b>Analysis</b>	<b>Recommended Corrective Action</b>
	a pandemic.	to work for extended periods of time, there hasn't been an analysis to determine if the provisions are sufficient.	<p><u>8/17 Subgroup Report:</u></p> <p>A lot of options cost money; realistically what can we consider?</p> <p>Need to assess current benefits and identify vulnerabilities and raise those issues. How will waves affect employee use of leave?</p> <p>Group will review the options and identify a chart that shows all available benefits. She will also see what the data shows of which part of the employee population may not have adequate leave (at least 80 hours). Are employees prepared (not only enough leave balances, prescription drugs, etc.)? DOP will review and look at deploying their e-learning on pan flu.</p>
Rose Mattison* Sandi Stewart Kristin Collins/Theresa Ellsworth Pam Skinner	There hasn't been a rigorous analysis of the State's ability to support large scale telecommuting.	Concern that the state's IT system may not be able to fully support the level of telecommuting agencies are reliant upon for their COOP.	<p>Agencies need to assess their telecommuting strategy and test their internal capacity to support it.</p> <p>DIS should take the lead on determining the State's capacity to support telecommuting</p> <p><u>8/17 Subgroup Report:</u></p>

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States' Operating Plans to Combat Pandemic Influenza Results – January 2009**  
 September 2, 2009 HR Managers Meeting

<b>Advisory Group Assignment</b> <b>*Lead</b>	<b>Statewide HR/Personnel Issues*</b>	<b>Analysis</b>	<b>Recommended Corrective Action</b>
			<p>Agencies outside of DIS will have different challenges than those within the DIS system.</p> <p>Create a checklist for agencies of questions to ask to prepare for IT needs during a pandemic.</p> <p>Develop guidance on pandemic considerations as it relates to telework policies. The policies are pretty consistent (generally they state telework is not for the purpose of providing child care, that may change during a pandemic). Will review some of the best practices for policies and what may need to include depending on the situation.</p>
	When social distancing is recommended to mitigate a pandemic, state agencies may not be able to operate standard services in the same capacity.	State agencies need to evaluate what services they provide to the public that may need to be altered to accommodate social distancing.	State agencies need to identify what services can continue to be provided when social distancing is recommended. If services can be offered differently to meet social distancing requirements agencies should include those options in their COOP and test those methods. If services can't be offered differently and they are essential, agencies must determine what steps they must take to protect their employees.

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States' Operating Plans to Combat Pandemic Influenza Results – January 2009**  
September 2, 2009 HR Managers Meeting

Advisory Group Assignment *Lead	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
			<u>8/17 Subgroup Report:</u>  This will tie into other group work.
Dave Stewart*/ Mike Coty Deb Chavira/Marc Lamoreaux Mary DeYoung	State agencies need to further develop and implement measures they are taking to ensure worker safety.	Most agencies have not purchased supplies such as masks, gloves, face shields, workplace disinfectants, etc. or developed protocols for their employees to use during a pandemic.	<u>8/31 Subgroup Report:</u>  Agencies should be certain they have identified critical job functions and critical personnel. Job descriptions should include statements assigning staff to critical jobs or duties.  Agencies should develop a communication plan to address basic information about H1N1 and seasonal flu to reduce unfounded concerns and rumor.  <a href="http://www.cdc.gov/h1n1flu/qa.htm">http://www.cdc.gov/h1n1flu/qa.htm</a> , or <a href="http://www.doh.wa.gov/swineflu/default.htm">http://www.doh.wa.gov/swineflu/default.htm</a> )  Agencies should collect and report local public transportation information contacts, and local flu shot clinics <a href="http://www.flucliniclocator.org/">http://www.flucliniclocator.org/</a> ).  Agencies should establish and communicate protocols for hand-washing, hand-sanitizing and disinfecting work surfaces (counters,

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008  
Federal Assessment of States’ Operating Plans to Combat Pandemic Influenza Results – January 2009  
September 2, 2009 HR Managers Meeting**

Advisory Group Assignment <small>*Lead</small>	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
			<p>telephones, keyboards, etc.) based on available CDC and Washington DOH information.<sup>1</sup></p> <p>Protocols should include conditions and procedures for implementation of personal protective equipment such as masks and gloves<sup>2</sup>, physical barriers such as face masks, sneeze guards, theater ropes or other barriers to enforce social distancing, cough etiquette, customer service changes to limit the number and closeness of clients or customers. Plans should include protocols to put in place before a declaration of public health emergency, and after.</p> <p>IF the CDC and OSHA declare H1N1 a public health hazard, state agencies will have a larger imperative to protect employees from exposure. More stringent control of customer and client contact and the use of personnel protective equipment will be required.</p> <p>Agencies should plan to avoid large gatherings; use teleconferencing or other alternatives to</p>

<sup>1</sup> CDC and DOH information may change abruptly, depending on the pattern of occurrence and virulence of H1N1. Protocols should be flexible.

<sup>2</sup> Prior to the declaration of H1N1 as a workplace hazard, gloves and respirators are not required. If H1N1 is declared a workplace hazard, gloves, masks, face shields and other personal protective equipment may be required. Frequent hand washing is currently the most effective prevention of the spread of H1N1 and seasonal flu.

Advisory Group Assignment <small>*Lead</small>	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
			<p>large meetings.</p> <p>Agencies should consider plans to relax leave policies to encourage and allow sick employees to stay home if ill, or if tending an ill person in their households, or if school or care facility closure requires them to remain at home.</p> <p>Agencies should consider plans to relax requirements for doctor certification of illness to prevent overloading health care practitioners.</p> <p>The CDC's latest recommendations for businesses and employers:</p> <p><a href="http://www.cdc.gov/h1n1flu/business/guidance/">http://www.cdc.gov/h1n1flu/business/guidance/</a></p>
	State agencies need to continue to promote personnel preparedness among their employees and the general public.	Addressing personal preparedness with our employees and clients will demonstrate to others that it is an important step.	<p>Employees should be encouraged to prepare for illness, while also trying to prevent infection.</p> <p>Prevention schema should include hand washing, surface disinfection, covering coughs and sneezes and staying home if ill for 24 hours after fever is gone.</p> <p>For any emergency, employees should have three days food and water per person, plus pets, in case groceries are closed or travel is not practical.</p> <p>Employees should be encouraged to save and</p>

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008**  
**Federal Assessment of States' Operating Plans to Combat Pandemic Influenza Results – January 2009**  
September 2, 2009 HR Managers Meeting



Advisory Group Assignment *Lead	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
			<p>have at least three to five days of paid leave available.</p> <p>Where possible and practical, ten to thirty days of extra prescription medication should be on hand in case pharmacies, health care practitioners or transportation are not available.</p> <p>Early vaccinations are encouraged; H1N1 vaccine is expected to be available first on a critical need basis  <a href="http://www.doh.wa.gov/swineflu/faq.htm">http://www.doh.wa.gov/swineflu/faq.htm</a> </p>
<b>TBD</b>	State agencies will need to ensure coordination among and between them in a Pandemic event.	Planning efforts should include coordination with partner agencies that you rely on to perform your critical functions.	Develop a process for receiving the information or resource needed from other agencies under expected pandemic conditions (isolation, split work hours for staff, etc...) with all stakeholders and partners. For example: DOP should examine what contingencies exist for agencies with inadequate payroll resources during a pandemic?
All Group Members	During a pandemic it is likely that the Governor will need to exercise her emergency powers to waive certain laws, rules, and regulations in order to	As much as possible these potential waivers should be pre-identified and analyzed to determine how best to implement.	<p>Identify which rules or CBA provisions may present obstacles for dealing with specific situations and develop a strategy for asking for relief during a declared emergency.</p> <p>Update:</p>

**\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008  
Federal Assessment of States' Operating Plans to Combat Pandemic Influenza Results – January 2009  
September 2, 2009 HR Managers Meeting**

Advisory Group Assignment *Lead	Statewide HR/Personnel Issues*	Analysis	Recommended Corrective Action
	ensure that state government an continue to function.		Sandi indicated that EMD drafts the emergency declaration and she discussed a targeted relief vs. global declaration.

\*Sources: Continuity of Operations Tabletop Exercise After Action Report – December 11, 2008  
Federal Assessment of States’ Operating Plans to Combat Pandemic Influenza Results – January 2009  
September 2, 2009 HR Managers Meeting